

## PERSONAL FACT SHEET

(Information obtained from Preparing Adolescents for Young Adulthood (PAYA), Handbook for Skill Development, Massachusetts Department of Social Services – [click here](#) to visit website)

### **Personal Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### **Emergency Information**

In case of an emergency, please notify: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

### **Optional Personal Information**

**Please be advised that it is not necessary for you to answer any of this information and not completing this section cannot be held against you for purposes of employment.**

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

**Education**

**Dates of Attendance**  
**From Mo./Yr. to Mo./Yr.**

**High School:**

**Vocational School Program:**

**College:**

**Other Training (explain):**

**List all machines and special equipment you can operate:**

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**List any special skills you have:**

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**Previous Employment**

*Please list the last four jobs you have held.*

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**Position** [type of work you did]: \_\_\_\_\_

**Duties:** \_\_\_\_\_

**Dates of Employment (MM/YY):** from \_\_\_\_\_ to \_\_\_\_\_

**Salary:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Previous Employment**

*Please list the last four jobs you have held.*

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**Position** [type of work you did]: \_\_\_\_\_

**Duties:** \_\_\_\_\_

**Dates of Employment (MM/YY):** from \_\_\_\_\_ to \_\_\_\_\_

**Salary:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Previous Employment**

*Please list the last four jobs you have held.*

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**Position** [type of work you did]: \_\_\_\_\_

**Duties:** \_\_\_\_\_

**Dates of Employment (MM/YY):** from \_\_\_\_\_ to \_\_\_\_\_

**Salary:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Previous Employment**

*Please list the last four jobs you have held.*

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**Position** [type of work you did]: \_\_\_\_\_

**Duties:** \_\_\_\_\_

**Dates of Employment (MM/YY):** from \_\_\_\_\_ to \_\_\_\_\_

**Salary:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

### **Additional Information**

In the space provided below, please list **additional personal qualities** you have to offer as well as any **volunteer activities** in which you participate.

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### **References**

*Please list three references. Please do not use relatives.*

**Name:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Business Telephone:** \_\_\_\_\_

### **References**

*Please list three references. Please do not use relatives.*

**Name:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Business Telephone:** \_\_\_\_\_

### **References**

*Please list three references. Please do not use relatives.*

**Name:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Business Telephone:** \_\_\_\_\_

**You can add any other information that you think might be needed to complete the job application. There may be other questions on job applications, such as:**

1. Are you a citizen of the United States or are you legally eligible to work in the United States:
2. For what position are you applying?  
*[Write in the job you are looking for such as cashier, waiter or waitress, or clerical. Do **not** write “I don’t know” or “anything.”]*
3. When can you start work, if hired?  
*[If you don’t have a job now and can start right away, write “immediately.” If you cannot start right away, be specific and write the date that you will be able to begin work.]*
4. What hours are you willing to work?  
*[For example, I can work Saturdays 8 am to 6 pm and Monday through Friday 5 pm to 9 pm.]*
5. Will you work weekends?  
*[Be honest. Specify how many hours you will be able to work.]*
6. What special skills or qualifications do you have which will be of benefit of you in this job?  
*[List any honors you have received or any abilities, interests or skills that you have which might help you in the job you’re applying for. Some examples are: I can drive a truck; I am bi-lingual in English & Spanish; I received the Mathematics Award from Plains High School in 2011]*
7. What wage/salary do you expect?  
*[If you are answering a newspaper ad that has listed the hourly or weekly wage, you should write that amount. If you’re not sure what the wage might be (minimum or a little higher) you can write “open” or “negotiable.”]*
8. Are you eligible for or have you ever been bonded?  
*[To be bonded means that a company has checked out your background and found that you’re trustworthy and not a security risk. An adult criminal record is usually completed for jobs as bank guard, security officer and many government jobs.]*